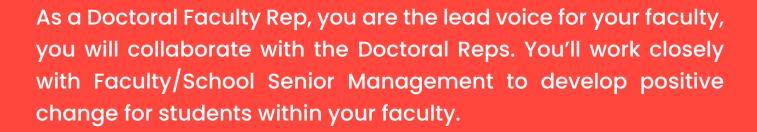
# **Role Descriptor**

# Faculty Rep

# (Doctoral)



## **Duties and Responsibilities**

- Feedback themes & ideas with Doctoral Reps & other student leaders in your Faculty/School.
- Work closely with Faculty/School Senior Management to develop ideas and escalate issues from your Doctoral Reps so they can be resolved in a timely manner.
- Contribute agenda items for discussion at the Boards of Studies and Faculty/School Learning and Teaching Committees. Collaborate with staff in these meetings to help develop learning and teaching priorities of the Faculty/School
- When presenting feedback ensure that it is: Accurate, Balanced, Constructive, Depersonalised & Evidenced.
- Work closely with the SU Officers on supporting and developing University level issues by attending meeting such as Doctoral Exec.







# **Extra Information**

#### **Time Commitments**

Faculty Rep 101 Training / 1 1/2 hour

Doctoral Studies Board of Studies / 3 - 4 per semester / 1 - 2 ½ hours

Faculty/School Doctoral Studies Committee / 3 per semester / 2 1/2 Hours

Doctoral Staff Student Liaison Committee (Faculty) / 3 per semester / 2 ½ Hours

Doctoral Exec / 2 - 3 per semester / 1½ hours

The SU will organise ½ hour briefings and debriefings for BoS & FLTQC's. You will be expected to have read the papers before meetings.

## **Skills Development Opportunities**

Check out our student leaders development programme for personal development training.

Confidence	X	Organisation/ planning	Χ
Decision making	x	Marketing	
Teamwork	x	Delegation	
Time management	х	Financial Management	
People management	Х	Negotiation	
Other:			

communicating effectively in meetings, data collection, paper writing

#### **Key SU Contact**

SU Postgraduate Officer / SUpostgrad@bath.ac.uk

Postgraduate Representation Team / pgvoice@bath.ac.uk

Academic Representation Team / academicreps@bath.ac.uk





